



# County of Los Angeles Department of Auditor-Controller

## CAREER OPPORTUNITIES

### An Active Equal Opportunity Employer

All positions are open to qualified persons. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation during the application process may contact the ADA Coordinator at (213) 974-8513. Hearing impaired applicants with TDD equipment may leave typewritten messages by calling the County Coordinator for Persons with Disabilities at (213) 974-0911.

**Bulletin Number:** 050-309

**Bulletin Posted:** March 15, 2006

THIS ANNOUNCEMENT IS A REBULLETIN TO AMEND THE FILING PERIOD, UPDATE SALARY INFORMATION, PHYSICAL CLASS, EXAMINATION INFORMATION AND ELIGIBLE REGISTER. THIS BULLETIN SUPERSEDES THE ANNOUNCEMENT FOR ACCOUNTANT-AUDITOR, BULLETIN NUMBER 050-295, POSTED ON SEPTEMBER 7, 2005. PERSONS WHO HAVE **ALREADY APPLIED NEED NOT REAPPLY** BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

### INTERMEDIATE ACCOUNTANT-AUDITOR

**Monthly Salary:** \$4,323.82 ~ \$5,372.36

**Exam No.:** 05-S0677-A

**SELECTION REQUIREMENTS:** A Bachelor's Degree from an accredited college or university<sup>1</sup> -AND- twenty-one semester units or thirty-two quarter units of accounting including a course in auditing -AND- One year of professional auditing experience.

**ESSENTIAL JOB FUNCTIONS:** Positions allocable to this class lead and conduct audits of accounts and financial records of County departments and determine whether departmental financial practices conform to applicable laws and regulations; conduct management/performance audits of County departments and programs to assess the efficiency and effectiveness of departmental operations, programs and service delivery and to determine whether department/program objectives are being met; recommend appropriate revisions of the audit plans for departments to be audited; assist in supervising and training staff auditors; prepare work papers, schedules, statistical summaries, and formal reports of audit results and participate in discussions of audit results with departmental personnel; conduct audits of electronic data processing systems in County departments; lead and conduct audits of the financial records and operations of private sector entities providing services under contract to the County; review proposed contracts to ensure appropriate Auditor-Controller accounting and fiscal requirements are incorporated into the contracts.

**DESIRABLE QUALIFICATIONS:**

- Excellent verbal and written communication skills;
- Demonstrated experience interfacing with the public and staff in a variety of levels;
- Computer literacy; experience with Microsoft Word for Windows, Excel, PowerPoint, Access;
- Possession of Master's degree in Accounting or closely related field and/or active certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

**HOW TO APPLY:** A standard Los Angeles County Employment Application must be submitted for this position on business days only **between 8:00 AM and 5:00 PM**. Applications must be received, either in person or by mail, by 5:00 p.m., on the last day of filing, at the following location:

Department of Auditor-Controller  
Personnel Section  
500 West Temple Street, Room 410  
Los Angeles, CA 90012

**Note: Faxed copies will not be accepted.**

The application and bulletin may also be downloaded from the Los Angeles County Department of Human Resources website at: <http://dhr.lacounty.info>. This examination will remain open until the needs of the Department are met. Application filing may be suspended at any time without advance notice.

**LICENSE:** A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential duties.

**PHYSICAL CLASS: "2" – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

<sup>1</sup> Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

**INSTRUCTIONS FOR COMPLETING YOUR APPLICATION:** The acceptance of your application will depend on whether you have **clearly** shown that you meet the SELECTION REQUIREMENTS. Although resumes are accepted, they are considered a supplement to the application. **Please, therefore, fill out the application completely and correctly so that you will receive full credit for related education and experience. Placing the words “See Resume” or “See Attached” on the application is not acceptable.** In the space provided for college education, include the names and addresses of colleges attended, titles of courses completed, dates completed, college units earned, degrees earned, and specialized field of study. **In order for us to verify if you meet the selection requirements, you must include a copy of your official college transcripts.** For each job held, give the name and address of your employer, your **payroll title**, beginning and ending dates, description of work performed and salary information. Attach an additional page to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**EXAMINATION INFORMATION:** This examination will consist of a qualifying evaluation of education and experience based upon application information. The candidates with the highest qualifications, as determined by the screening committee, will be invited to an interview, which will be weighted 100%. The interview will be designed to assess knowledge, education, experience, personal fitness, and general ability to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher in order to be placed on the Eligible Register.

**ELIGIBLE REGISTER INFORMATION:** The names of candidates receiving a passing grade in the interview will be added to the eligible register and, unless appointed, will appear in the order of their score group for a period of six months following date of eligibility.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 6 MONTHS.**

**VACANCY INFORMATION:** The resulting eligible list for this examination will be used to fill vacancies in the Department of Auditor-Controller's Audit Division.

**BENEFIT PACKAGE:** The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs, including:

- **Retirement Plan** – The employee may choose either a contributory or non-contributory defined benefit plan.
- **Megaflex Benefit Plan** – The employee may purchase benefits from the Megaflex Cafeteria Benefit Plan using a County contribution of 14.5%-19.0% of his/her monthly salary, depending on retirement plan selected and years of service. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the Megaflex Benefit Plan include medical, dental, disability, life and AD&D insurance; dependent care and health care reimbursement accounts are also available.
- **Savings Plan (401k)** – The employee may participate in an optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's compensation.
- **Deferred Compensation Plan (457)** – The employee may participate in an optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's compensation.
- **Transportation Allowance** - The County of Los Angeles provides employees who work in the Civic Center a \$70/month transportation allowance that may be used towards alternate modes of transportation and/or parking.

**SOCIAL SECURITY ACT OF 2004:** Section 419 (c) of Public Law 108-2-3, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security Benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1 (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number 1 (800) 325-0778 or contact a local Social Security office.

**VETERANS PREFERENCE CREDIT:** Veterans credit of ten (10) points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: **(a)** during a declared war; or **(b)** during the period April 28, 1952 through July 1, 1955; or **(c)** for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and October 15, 1976; or **(d)** in a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

Veterans preference credit also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD-214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the ten (10) points will be withheld until such time as it is provided.

**BACKGROUND CHECKS:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the frequency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

All Department of Auditor-Controller employees are fingerprinted and subject to a criminal background check by the Federal and State Departments of Justice. Appointment to this position is contingent upon passing the background check. Job-related convictions may result in disqualification from Department of Auditor-Controller employment.

**EMPLOYMENT ELIGIBILITY INFORMATION:** Immigration law requires that all employees hired after November 6, 1996 must provide proof of eligibility to work. Applicants will be required to submit ORIGINAL documents within three business days of hiring, which show satisfactory proof of 1) identity, and 2) U.S. Citizenship or a legal right to work permanently in the United States.

**DISABILITY ACCOMMODATIONS:** Applicants who require special testing arrangements such as readers or interpreters must provide seven (7) days advance notice of their disability and required accommodation. The front side of this bulletin lists the telephone numbers to call to make disability accommodation requests. The County will attempt to meet reasonable accommodation requests whenever possible.

**LOS ANGELES COUNTY CHILD SUPPORT COMPLIANCE PROGRAM:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, gender, national origin, age, sexual orientation or disability.